



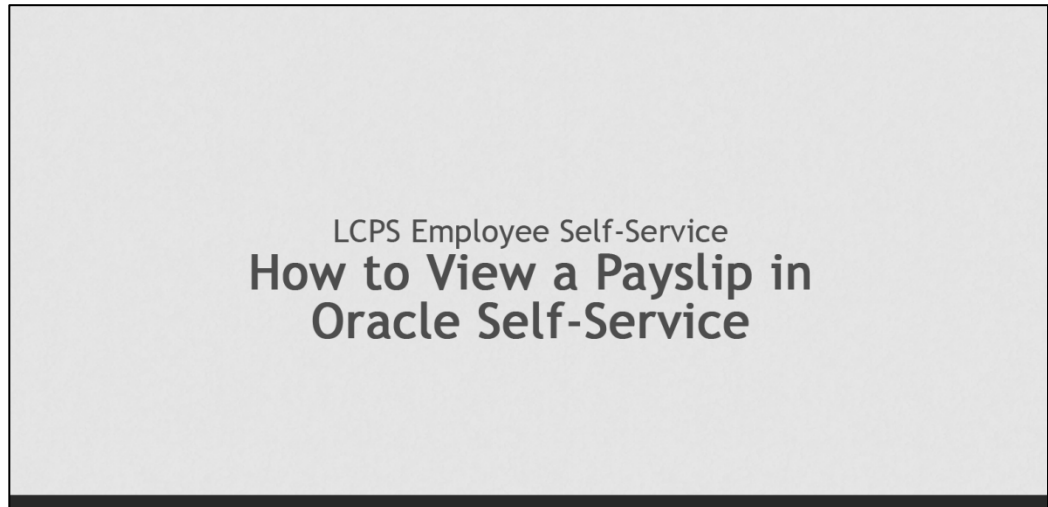
LCPS: HOW TO VIEW A PAYSリップ IN ORACLE SELF-SERVICE

Summary

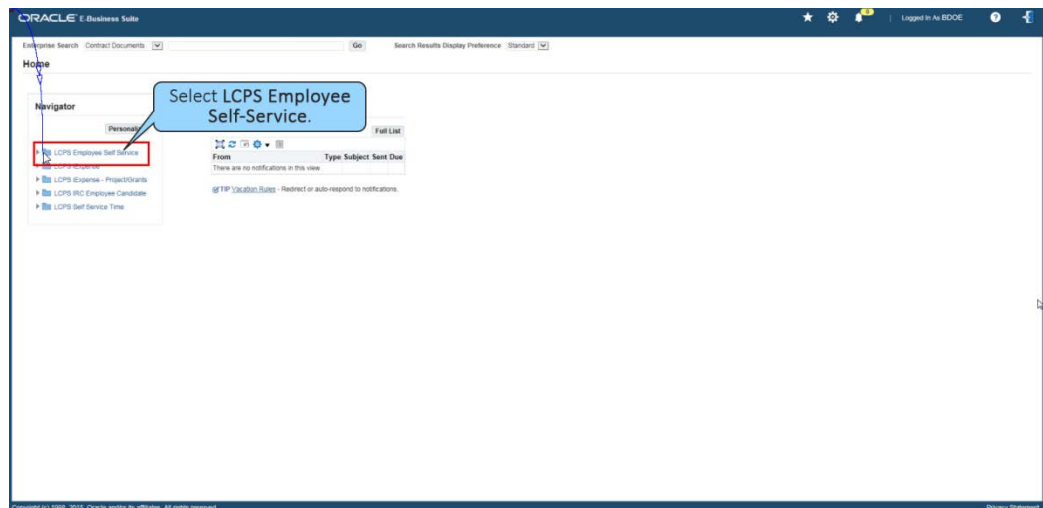
In this module you will learn how to view a Payslip in Oracle Self-Service.

Steps

1. Welcome to the training module on How to View a Payslip in Oracle Self-Service!



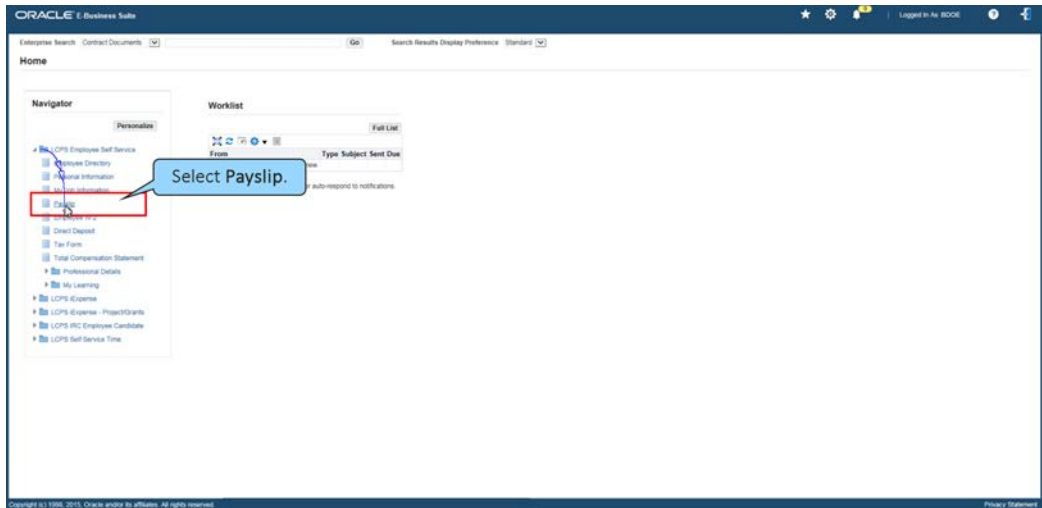
2. From the Home page, you are able to access all of the features available in Oracle Self-Service. For this training module we will begin by selecting **LCPS Employee Self-Service**.



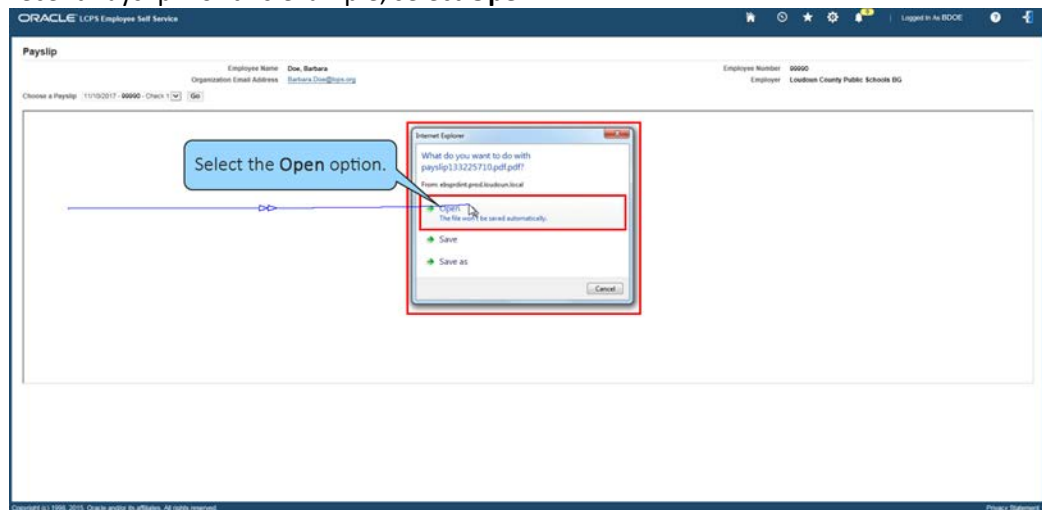


NOTES

3. The self-service options display. Select **Payslip** to view your Payslip details.



4. A popup window will appear asking what you want to do with the PDF of your most recent Payslip. For this example, select **Open**.

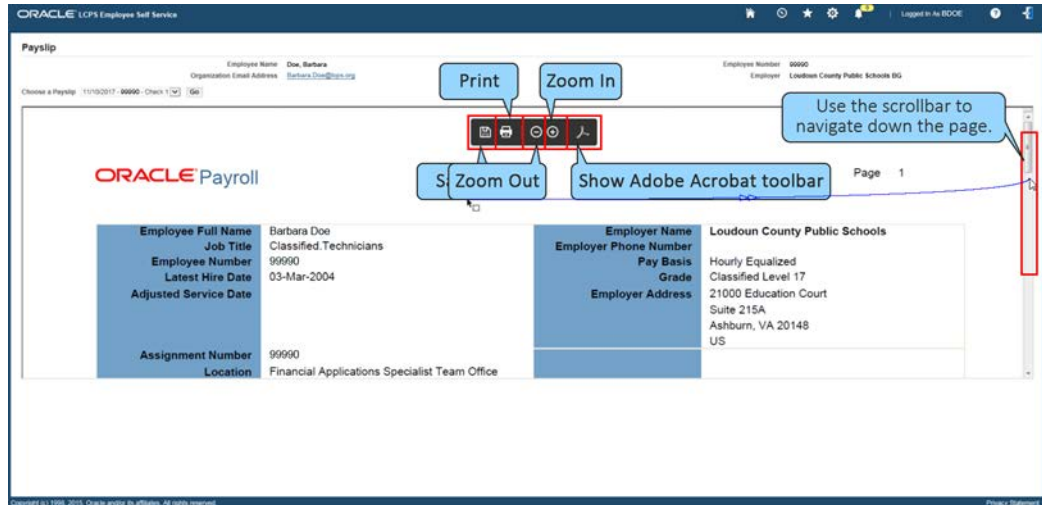




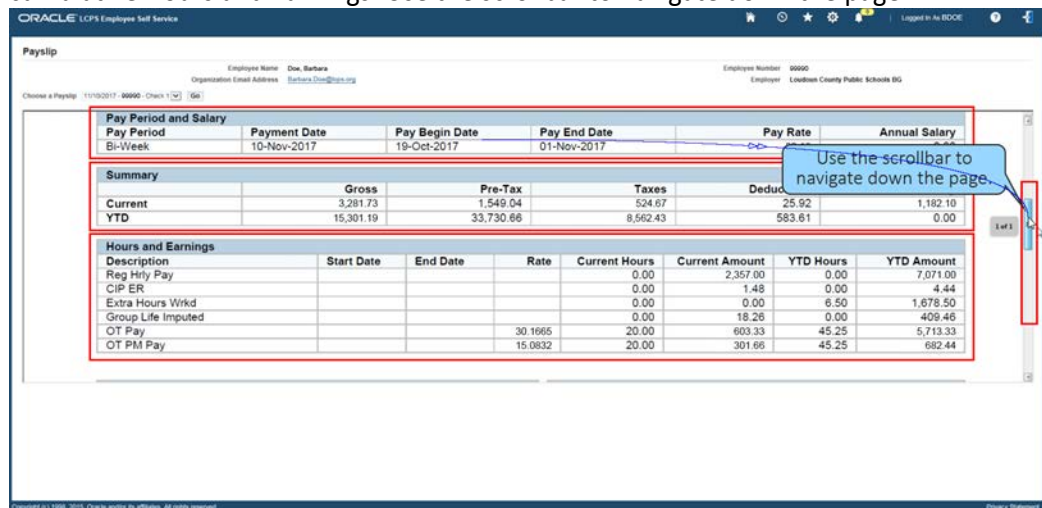
NOTES

- The Payslip page displays. Payroll information will appear for a selected Payslip period. Here, you can perform several actions with the information given:
 - Save – you may save this Payslip on your desktop or other media device.
 - Print – you may print the Payslip at the printer of your choice.
 - Zoom Out – allows you to increase the size of the page.
 - Zoom In – allows you to decrease the size of the page.
 - Show Adobe Acrobat toolbar – allows you to use the Adobe Acrobat toolbar to manage the page.

Use the scrollbar to navigate down the page and view additional information.



- The Payslip displays the Pay Period and Salary information for the Payslip selected; a Summary of your current and year to date (YTD) pay information; and, the current and cumulative Hours and Earnings. Use the scrollbar to navigate down the page.





NOTES

- 7. The Payslip page also displays current and YTD Pre- and After- Tax Deductions, Taxes assessed, and Accrual balances. Use the scrollbar to navigate down the page.

Pre Tax Deductions

Description	Current	YTD
VRS EE DB	146.52	3,033.78
Medical and Rx	92.13	2,119.02
Dental	11.96	275.12
Vision	1.21	27.82
Vol 457	200.00	4,400.00
HSA	97.22	1,874.92
Vol 403B	0.00	18,000.00
Vol 403B Catchup	1,000.00	4,000.00

Taxes

Description	Current	YTD
Federal Tax	193.60	2,669.26
Social Security	191.74	3,578.25
Medicare	44.84	836.80
VA State Tax	94.42	1,477.12

After Tax Deductions

Description	Current	YTD
Critical Illness	5.03	115.70
Accident Injury	6.01	138.22
LTD	14.88	329.69

Accruals

Description	Current	Balance
Comp Time	0.00	0.00
Sick Leave	0.00	393.55
Personal Leave	0.00	0.00
Annual Leave	0.00	238.98

Use the scrollbar to navigate down the page.

- 8. Tax Withholding Information, Net Pay Distribution, Third Party Pay Distributions, Other general Information, and Messages are also accessible on the Payslip page. Use the scrollbar to navigate back up the page.

Tax Withholding Information

Type	Marital Status	Exemptions	Sec Exemp	Additional Amount	Override Amount	Override Percentage
Virginia	Not Used	1	0	0.00	0.00	0.00
Federal	Married	1		0.00	0.00	0.00

Net Pay Distribution

Deposit/Check Number	Bank Name	Account Type	Account Number	Amount
100000000	CAPITAL ONE, NA	C	XXXXXX0000	1,182.10

Third Party Pay Distribution

Deposit/Check Number	Bank Name	Account Type	Account Number	Amount
No Results Found				

Other Information

Description	Value
No Results Found	

Message(s)

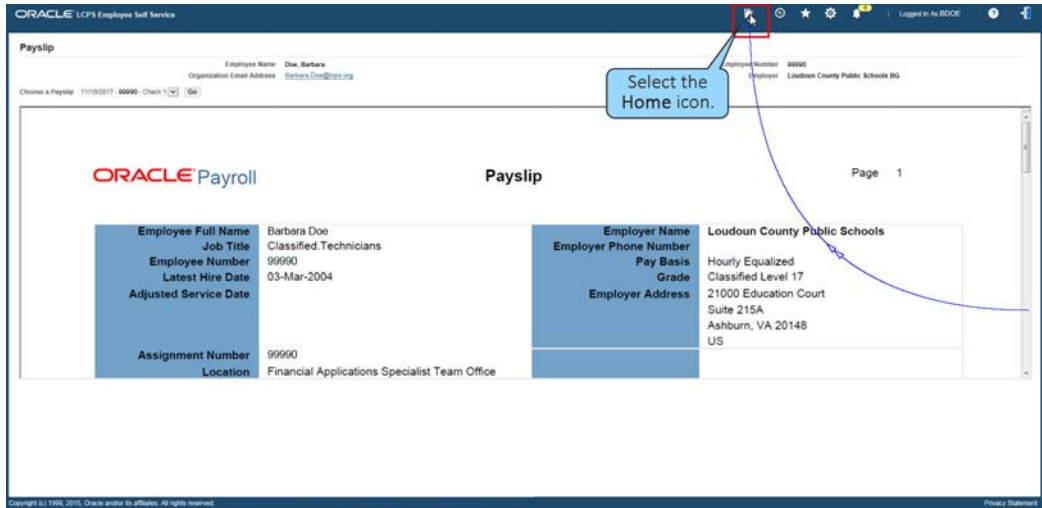
Description
No Message(s) Found

Use the scrollbar to navigate back up the page.



NOTES

- 9. After reviewing your information you can select the **Home** icon to return to the Home page.



- 10. The Home page will display. You can select another option and continue to work or Logout of Oracle Self-Service. You have completed the training module on How to View a Payslip in Oracle Self-Service.

